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PROCUREMENT MEMORANDUM NO. 10

To: Branch and Division Chiefs and Regional Directors
From: R. W. Olmstead, Deputy Director for Supply
Subject: Staffing and Operations of the Regional Procurement and Price Support Divisions

Director's Memorandum No. 2, Supplement 39, established regional Procurement and Price Support Divisions and provided that the functions of these Divisions should be carried out in accordance with the policies, organizational plans, procedures, and general instructions to be issued by the appropriate Deputy Director. Accordingly, this memorandum is issued for the purpose of setting forth policies to apply with regard to staffing and operations of the above-mentioned Divisions.

1. Responsibilities of the Procurement and Price Support Divisions

(a) Program Formulation - The Procurement and Price Support Divisions, under the direction of the Regional Directors, will be responsible for developing arrangements with commodity branch field offices, District offices, and other offices, both within and outside the Office of Distribution, under which information relating to the development of critical local surpluses shall be funneled in promptly to the appropriate officials in Washington.

(b) Program Operations - The Procurement and Price Support Divisions, under the Regional Directors, shall be responsible for carrying out procurement and price support operations as directed by the Chief of the Procurement and Price Support Branch.

2. Staffing

Each Regional Director shall recommend, subject to approval of the Chief of the Procurement and Price Support Branch, candidates for the position of Chief of Procurement and Price Support Division. Each Division Chief will be responsible for staffing of his Division, provided that all appointments at Grade CAF-11 and above shall be subject to the approval of the Chief of the Procurement and Price Support Branch, and provided further, that the size of the Division staffs shall be within personnel limitations established by the Chief of the Procurement and Price Support Branch.

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Regional Directors

3. Interregional Use of Field Personnel

Seasonal changes in the volume of procurement and price support work will make it necessary to transfer personnel from one region to another in order that manpower may be utilized to the maximum advantage. Personnel of the Procurement and Price Support Divisions, therefore, may be moved for temporary assignments from region to region at the direction of the Chief of the Procurement and Price Support Branch. All personnel, whether permanently or temporarily assigned to a region, shall be supervised by the Chief of the Procurement and Price Support Division in the region in which the work is being performed.

For purposes of facilitating pay rolling, issuing travel authorities, and performing other office services, regional Procurement and Price Support personnel on interregional assignment shall be paid from the Regional Office in which their permanent headquarters are located.

Frank W. Olinstead